

CRT-Alternate Assessment Logistics



Montana Office of Public Instruction
Denise Janssen, Superintendent

Agenda

- Receiving Materials
- Test Booklets
- Test Material Kits & Return Materials
- Ordering Additional Materials
- Student Response Booklet & Transferring Scores
- The Survey
- Returning Materials
- Important Dates
- Resources



Montana Office of Public Instruction
Denise Janssen, Superintendent

Receiving Materials

- Materials will be received by System Test Coordinators via:
 - one shipment, and
 - Downloading secure test booklets online
- System Test Coordinators will disseminate all testing materials to Test Administrators



Secure Grade-Specific Test Booklets

- February 4, STCs can download password protected secure Test Booklets from Measured Progress web site:
<http://www.measuredprogress.org/>
 1. Select "Special Ed. Clients" under Quick Links
 2. Select "Montana"
- You will need one Test Booklet per Student
- Non-secure materials: Administration Manual, Scoring Rubric, Standards & Expanded Benchmarks



Test Material Kits & Return Materials

- February 6 – 11, Shipment received by System Test Coordinators
 - 1. Test Material Kits:
 - Grade-specific accordion folders with test materials
 - 1 per school, use old kits from previous years
 - Kits for Reading and Math grades 3–8 & 10
 - Kits for Science grades 4, 8 & 10
 - 2. Return Materials:
 - Student Response Booklets, 1 per student
 - White plastic envelopes with return label, 1 per student
 - Checklist and Survey
 - Return Instructions



Montana Office of Public Instruction
Denise Juarez, Superintendent

Ordering Additional Materials

- Before this year's test:
 - Call or email Lynn Albee at Measured Progress at:
albee.lynn@measuredprogress.org
1.800.431.8901 ext. 2309
- Replacement Materials for next year:
 - Complete and return the pink Materials Replacement Form
(found in the Test Material Kit) with the Student Return Materials



Montana Office of Public Instruction
Denise Juarez, Superintendent

Student Response Booklet (SRB)

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)
CRT and CRT - ALTERNATE SPRING 2009

All "required" information in Boxes A-E must be bubbled if there is no student ID label.

A. STUDENT NAME

LAST NAME	FIRST NAME
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

- Write student and teacher's name on the Student Response Booklet cover
- Place student barcode label on the cover
- If you did not receive a label for a student or it was damaged, boxes A, B, D & E must be bubbled.



Montana Office of Public Instruction
Denise Juneau, Superintendent

Additional Student Information

[illegible]

- Complete section 1 as appropriate on page 2 of the SRB
- The final circle in Section 1 must be bubbled to indicate the student participated in the CRT-Alt
- Do not complete Section 2



Montana Office of Public Instruction
Denise Juneau, Superintendent

Transferring Scores

- Scores must be transferred from the Test Booklet to the Student Response Booklet
- Please record the answers on both documents

GRADE 8 CRT - ALTERNATE
READING

1. 000000	2. 000000	3. 000000	4. 000000	5. 000000	6. 000000	7. 000000	8. 000000	9. 000000	10. 000000	11. 000000	12. 000000	13. 000000	14. 000000	15. 000000	16. 000000	17. 000000	18. 000000	19. 000000	20. 000000	21. 000000	22. 000000	23. 000000	24. 000000	25. 000000	26. 000000	27. 000000	28. 000000	29. 000000	30. 000000
-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

TEST ACTIVITY ADMINISTRATION INFORMATION

1. The student used under the information presented in the test booklet.	YES	NO
2. The student used under the information presented in the test booklet.	YES	NO
3. The student used under the information presented in the test booklet.	YES	NO
4. The student used under the information presented in the test booklet.	YES	NO
5. The student used under the information presented in the test booklet.	YES	NO
6. The student used under the information presented in the test booklet.	YES	NO
7. The student used under the information presented in the test booklet.	YES	NO
8. The student used under the information presented in the test booklet.	YES	NO
9. The student used under the information presented in the test booklet.	YES	NO
10. The student used under the information presented in the test booklet.	YES	NO
11. The student used under the information presented in the test booklet.	YES	NO
12. The student used under the information presented in the test booklet.	YES	NO
13. The student used under the information presented in the test booklet.	YES	NO
14. The student used under the information presented in the test booklet.	YES	NO
15. The student used under the information presented in the test booklet.	YES	NO
16. The student used under the information presented in the test booklet.	YES	NO
17. The student used under the information presented in the test booklet.	YES	NO
18. The student used under the information presented in the test booklet.	YES	NO
19. The student used under the information presented in the test booklet.	YES	NO
20. The student used under the information presented in the test booklet.	YES	NO
21. The student used under the information presented in the test booklet.	YES	NO
22. The student used under the information presented in the test booklet.	YES	NO
23. The student used under the information presented in the test booklet.	YES	NO
24. The student used under the information presented in the test booklet.	YES	NO
25. The student used under the information presented in the test booklet.	YES	NO
26. The student used under the information presented in the test booklet.	YES	NO
27. The student used under the information presented in the test booklet.	YES	NO
28. The student used under the information presented in the test booklet.	YES	NO
29. The student used under the information presented in the test booklet.	YES	NO
30. The student used under the information presented in the test booklet.	YES	NO

15



Montana Office of Public Instruction
Denise Juarez, Superintendent

Survey

- Questions on training and experience administering the CRT-Alt
- Can be found on separate sheet with Student Response Booklet

21. Have you given the CRT-Alt before this year, 2009?
A. YES
B. No

22. Pick the response that describes the training you received to give this test.
(Mark all that apply)
A = I used the 2009 training CD.
B = I attended a training in 2009.
C = I did not receive training (or view the CD) this year but have received training (or viewed the training CD) in previous year (s).
D = I have never accessed training materials.

23. Did you check your test administration procedures against the Implementation Checklist that was provided with the 2009 training CD that was included with the materials kit/replacement materials.
A. YES
B. No



Montana Office of Public Instruction
Denise Juarez, Superintendent

Survey cont'd

- Record your answers in the Student Response Booklet "For State Use Only" section
- Grade 3, fill out the survey and return it with the test booklet



Montana Office of Public Instruction
Denise Janssen, Superintendent

Student Response Booklet Guide

Grades	Answer Grid	Teacher Questionnaire
3	Pages 3 & 4	Answer questions directly on the questionnaire and return with materials to Measured Progress
4	Pages 15, 16, & 17	"State Use Only", bubbles 21, 22, 23, page 19
5	Pages 12 & 13	"State Use Only", bubbles 21, 22, 23, page 15
6 & 7	Pages 11 & 12	"State Use Only", bubbles 21, 22, 23, page 15
8 & 10	Pages 14, 15, & 16	"State Use Only", bubbles 21, 22, 23, page 19



Montana Office of Public Instruction
Denise Janssen, Superintendent

Returning Assessment Materials

- **Remember:**

- Apply the Student Barcode Label
- Bubble the student participated in the CRT-Alt on page 2 of the Student Response Booklet
- Write Student's name on all materials
- Leave white envelopes unsealed in order for STCs to QC materials

- **One envelope per student containing:**

- CRT-Alternate Test Booklet
- Evidence Templates
- Teacher Recording Sheets
- Student Response Booklet
- Material Replacement Form

**Return to System Test Coordinator
by March 26th**



Montana Office of Public Instruction
Denise Juarez, Superintendent

Returning Assessment Materials cont'd

- Completed Return Materials are received by System Test Coordinators by March 26th and then shipped to Measured Progress via UPS by March 27th
- Test Material Kits are returned to System Test Coordinators and are securely stored for next year's use



Montana Office of Public Instruction
Denise Juarez, Superintendent

Important Dates

Dates	Events
Feb. 4	STCs download and print Test Booklets and disseminate to administrators
Feb. 6 -11	STCs receive Test Material Kits and Return Materials (including SRBs) and disseminate to administrators
Feb. 10 - March 25	CRT-Alternate Testing Window
March 26	Last day to return Student Return Materials (including SRBs) to STCs
March 27	Last day to ship Student Return Materials to Measured Progress via UPS



Montana Office of Public Instruction
Denise Juason, Superintendent

Resources & Contacts

- CRT-Alternate Assessment Resources:
 - Standards and Expanded Benchmarks
 - Administration manual
 - 2009 CRT-Alt Administration Training CD
- Links:
 - <http://www.opi.mt.gov>
 - www.measuredprogress.org
- Montana Office of Public Instruction (OPI):
 - Judy Snow – (406) 444-3656
- Measured Progress:
 - Lynn Albee – (800) 431-8901 ext. 2309



Montana Office of Public Instruction
Denise Juason, Superintendent

Questions?



Montana Office of Public Instruction
Denise Juason, Superintendent